

ONLINE REGISTRATION INSTRUCTIONS FOR PRP 2017 - 2018

Before you can register, you must have completed the following steps in our new parish database called "My Own Church". ***If you have already done this, you can skip section one.**

Section One:

- 1.) Follow this link <https://connectnow.parishsoft.com/cincinnati>
- 2.) Set up a User ID in the My Own Church database. (Once your basic information is verified, you will receive an email from us with a temporary password.)
- 3.) Use the temporary password to login to your account and change your password
- 4.) Update your family information for you and your children. (Only the parish staff and you will see this information.)
- 5.) Wait for the email confirming your approval and then you can register.

Section Two:

- 1.) Review Current Family Details
 - a. After opening your account, review and update your family details
(*Note: You must have a family email entered in order to register online for PRP.)
 - b. Click any yellow triangles and enter requested information
- 2.) Go to My Own Church and click on Parish Religion Program, then Online Registration
- 3.) Select Enrollment Term (**PRP 2017-2018**). Be sure the letters PRP are included. Scroll down to the bottom of the list.
- 4.) Add Students (one at a time)
 - a. Select the first child you are registering and choose the Grade your child will be entering
 - b. Enter any Special Learning or Health Needs
 - c. Click Class Preferences drop down button (only one choice—child's grade)
 - d. Click Save Student at bottom before leaving screen
- 5.) Review Information
 - a. If any information is incorrect, click Edit Student
 - b. If have another student, click Add Student
 - c. Follow same procedure above for each additional child you are registering
- 6.) Submit Registration
 - a. When you have finished registering **all** your children, click Submit Registration at bottom of page
 - b. Registrations will be sent to the Religious Ed. Office for approval
 - c. You may choose to print or save the submission page that appears, but you will also receive an email letting you know we have received your registration/when your child has been added to a class